Duchesne County Library System
Technology Plan
2005-2007

Introduction:

The mission of the Duchesne County Library System's Computer Enhancement Project is to provide residents of Duchesne County and Western Uintah County with up-to-date materials, equipment, and information.   In as much as children are the future of Duchesne County and our nation we feel it is important to train our youth in the use of the latest technology. Technology should be a supplement to traditional means of learning and not a substitute for it.

The Duchesne County Library System includes the Duchesne County Library in Roosevelt and the Uintah Basin Bookmobile Library (Duchesne Branch) in Duchesne. It's service area includes the residents of Duchesne County, Western Uintah County, and Dagget County (though the Uintah Basin Bookmobile).   The service are of this library system is one of the largest geographically of any library system in the State of Utah. Due to the distance of the system's service area from the Wasatch Front technology has become very important to the residents it serves.

This document addresses the needs of the Duchesne County Library System's Computer Enhancement Project during the years 2005 – 2007.   It will act as a guideline for library system staff members and officials as they prepare for the next phase of this ongoing project. The next planned phase of this project is to develop a Inter-local library loan system within Duchesne County.

Because the Internet is such an important part of our lives it is important that we take time to educate patrons about it's uses and value. Patrons should also be made aware of the dangers attached to Internet usage such as chat rooms and inappropriate content that can be found. The library board and library system staff members encourage patrons to take an active role in the things their children are accessing via the Internet.

Recent legislation on a state and federal level have brought to the forefront the issue of how best to protect our youth as they use the Internet at public libraries. We, as a library system staff and library board, have worked hard to develop a strong Internet policy and Internet procedures for our patrons to follow.

The role of the library system staff in the library system's computer enhancement project is to provide patrons with up to date computer equipment and Internet access. They enforce the Internet policies as set forth by the library board and assist patrons in using the Internet whenever possible.

Goals and Objectives:

This project has been designed to provide patrons with up to date Internet access. It is also primarily designed to enhance the educational opportunities available in local schools and local institutions of higher learning.

Objective #1 -- Evaluate the library system's computer needs yearly:

       This evaluation should take place in the fall of each year so as to run concurrent with the annual budgeting process. The following are points for consideration in this evaluation:

      *   Evaluate the library system's computer equipment needs.
      *   Review the library system's Internet Policy as needed.
      *   Prepare a technology plan for board and commission approval by August 1 of each year.
      *   Evaluate the library system's circulation system software and determine if it is up to date.

Objective #2 -- Increase the electronic services being offered in the outlying communities:

      This objective will be accomplished in the following ways:

      *   Updating the library system's website on a monthly basis.
      *   Advertising in local media the latest happenings at the libraries in the outlying areas and distributing the library's newsletter in the school libraries in Tabiona, Altamont, and Duchesne.
      *   Educate residents in the outlying communities of Duchesne County about the library services available to them.

Objective #3 – Work toward building a Inter-local library borrowing system within Duchesne County.

      *   Develop a website for the Uintah Basin Bookmobile   Library
      *   Discuss the best way to transport books to and from   the outlying communities .
      *   Survey residents in the outlying communities to determine the support of such a borrowing system.

Objective #4 – Tighten down the security of the library system's computer system.

      *   Purchase software and hardware that will limit the ability of library patrons to change pre-set settings.
      *   Revise the procedures used for accessing the library's computers.
      *   Require patrons to login using a user name and password.

      *   **Require patrons to agree to abide by library Internet policy before computers are accessed.**
      *   **Assign patrons to specific computers.**

Interagency Cooperation:

It is the intention of the Duchesne County Library Board and the Duchesne County Library System Staff Member to enter into agreements with the Duchesne County School District, Uintah Basin Applied Technology College and the Utah State University - Uintah Basin Branch. Through these agreements we will work toward making library services more readily available to the residents of outlying communities of Duchesne County.

The two institutions of higher learning mentioned above could easily be used to further the training of library staff members and the library could act as a supplemental resource to the students of these institutions.

Duchesne County Library Equipment List:

*   9 patron access computers

*   4 staff access computers

*   3 circulation system computers

*   1 Hewlett Packard Deskjet 660C Printer (Staff Access)

*   1 HP Color LaserJet 3500 N (Staff Access)

*   1 HP Laserjet 2300 N (Patron / Staff Access)

*   1 Server

Uintah Basin Bookmobile Library (Duchesne Branch) Equipment List:

*   2 patron access computers

*   2 Staff / Patron Access Computers

*   1 Staff Access Computer

*   1 Laptop Computer

*   2 Printers

Equipment Rotation and Replacement Plan:

The Duchesne County Commission entered into an agreement with the Uintah Management Group several years ago that would allow for the replacement of all the library's computers every year. Uintah Management Group also assumed responsibility for the maintenance of the library's computers. In 2003 it was decided that the computers at the library are getting so much use that they were taken out of the regular county rotation as it was not cost effective to sell them as used machines.

Library system staff members and the library board need to develop a replacement and rotation schedule for the library system's computers. This schedule will need to backed up with a funding plan for replacement and repairs.

Current Needs:

The most pressing need currently is to upgrade the library's computers to Windows XP We would like also to purchase software and hardware that will prevent patrons from accessing and changing settings. The library's computers presently run on Wordpefect 10 we would like to look at the cost of updating our computers to Microsoftword.

Evaluation:

The success of this project will be evaluated based upon how well the project is meeting current needs, goals, and objectives. It will also be evaluated upon how well the equipment is meeting the needs of patrons.

An additional way this project will be evaluated will be based upon how well the project is assisting library system staff members in reaching the patrons in the outlying communities of Duchesne County. This can be done by comparing the circulation statistics from those communities from year to year.

Tentative Budget:

2005

Centurian Guard (hardware and software licensing for 12 machines / $108 per machine) $1,500
Windows XP Professional (software and licensing for 20 machines/ $150 per machine) $3,000

Small Business Office for XP (Software and licensing for 18 machines / $165 per machine) $2,970
Norton Anti-Virus Upgrade (software and licensing for 14 machines)   <u>$1,050</u>

                                         Projected Total $8,520

* We plan to apply for $7,500 in LSTA Grant Monies
* We will ask Duchesne County to pick up the balance of approximately $1,020

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2007

Replace 4 Computers ($1,000 per computer) $4,000
Update Circulation System $3,000
Replace Server at Library in Roosevelt   <u>$2,500</u>

                                     Projected Total $8,500

*We plan to apply for $7,500 in LSTA Monies
* We will Ask Duchesne County to pick up the balance of approximately $1,000